Workplace Safety Checklist

A general workplace safety program covering hazards, PPE, training, emergencies and records.

Hazard Identification and Control

- [ ] Walk each work area and document physical, chemical and ergonomic hazards.
- [ ] Confirm a job hazard analysis exists for higher-risk tasks.
- [ ] Verify controls follow the hierarchy: eliminate, substitute, engineer, then PPE.
  Treat PPE as the last line of defense, not the first.
- [ ] Check that reported hazards are logged and tracked to closure.
- [ ] Confirm machine guards, interlocks and barriers are in place and working.
- [ ] Review near-miss reports for trends and recurring risks.

PPE and Equipment

- [ ] Confirm a PPE hazard assessment has been completed and documented.
- [ ] Check the correct PPE is available, sized and worn for each task.
- [ ] Verify PPE is inspected, maintained and replaced when damaged.
- [ ] Confirm tools and equipment are inspected and removed from service when faulty.
  Tag and isolate defective equipment so it cannot be used by mistake.
- [ ] Check that safety devices and guards have not been bypassed.

Training and Communication

- [ ] Confirm new hires receive safety orientation before starting work.
- [ ] Verify task-specific and refresher training is current and recorded.
- [ ] Check that safety data sheets are accessible to all employees.
- [ ] Confirm toolbox talks or safety meetings are held and documented.
- [ ] Verify employees know how to report hazards and incidents.

Signage and Housekeeping

- [ ] Check warning, mandatory and prohibition signs are posted and legible.
- [ ] Confirm exits, hazards and equipment are clearly labeled.
- [ ] Verify walkways and work areas are clear of clutter and trip hazards.
- [ ] Check spills are cleaned promptly and absorbents are available.
  Keep aisles, exits and electrical panels unobstructed at all times.
- [ ] Confirm waste and chemicals are stored and disposed of correctly.

Emergency Preparedness

- [ ] Confirm the emergency action plan is documented and current.
- [ ] Check fire extinguishers, alarms and emergency lighting are working.
- [ ] Verify first aid kits are stocked and first aiders are trained.
- [ ] Confirm evacuation routes, exits and assembly points are clear and posted.
- [ ] Check that a recent drill has been carried out and logged.

- [ ] Review provisions for visitors, contractors and anyone needing evacuation assistance.

Recordkeeping and Review

- [ ] Confirm injury and illness records are maintained as required.
- [ ] Check that inspections and corrective actions are documented and dated.
- [ ] Verify training records are complete and up to date.
- [ ] Confirm equipment inspection and maintenance logs are kept.
- [ ] Review the program annually and after any incident or process change.
- [ ] Important: this is general guidance only and does not replace OSHA regulations, formal training or your employer's safety program; confirm requirements with a qualified person.